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WAR FOOD ADMINISTRATION
Office of Distribution
Washington 25, D. C.

May 18, 1944

DIRECTOR'S MEMORANDUM NO. 65

Price Support Programs

Price support programs involve three general activities: (a) the formulation and issuance of price support commitments, (b) the formulation of programs to carry out commitments which have been made, and (c) operations under such programs.

In order to clarify price support activities within the Office of Distribution, the following delegations are made, effective immediately:

Responsibility for formulation and issuance of price support commitments is delegated to the Deputy Director for Civilian Programs, Mr. S. R. Smith. Responsibility for initiating such recommendations is assigned to the Commodity Branches.

The responsibility for the approval of programs to carry out price support commitments is delegated to the Deputy Director for Supply, Lt. Col. Ralph W. Olmstead. Responsibility for initiating price support programs, including the appraisal of commodity situations and the anticipation of need for price support operations is assigned to the Commodity Branches.

Both the price support commitments and programs to carry out such commitments shall be cleared by the Program Committee of the Office of Distribution.

The responsibility for price support operations is delegated to the Deputy Director for Supply. Price support operations, including purchasing, diversions, and recourse loans, are assigned to the Procurement and Price Support Branch.

Exceptions with respect to specific programs may be made by the Deputy Director to whom responsibility is delegated.

This memorandum supersedes all other memoranda to the extent to which they are inconsistent with the provisions hereof.

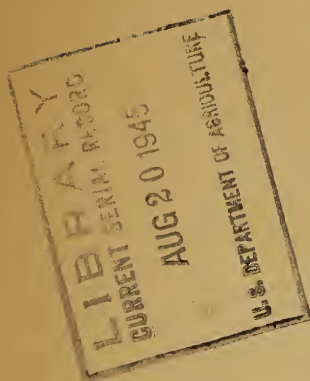
Lee Marshall

Director

INDEX ENTRY:

Price Support Programs
Assignment of Activities

B - 442



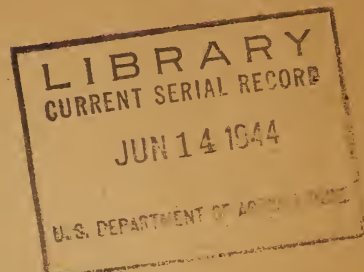
WAR FOOD ADMINISTRATION
Office of Distribution
Washington 25, D. C.

May 24, 1944

DIRECTOR'S MEMORANDUM NO. 65

Supplement 1

Docket Numbering System



Effective immediately all program dockets shall be numbered as follows:

1. Section 32 Dockets - The letter K will indicate fiscal year 1944; L will signify fiscal 1945; a diagonal will mean a diversion program, a hyphen will mean a purchase program, and an X will mean an export program; a number will indicate the commodity. A small letter will signify whether it is first or second program. Thus, for example, K/5a will mean a fluid milk diversion docket first program; K-25a sweet potato purchase program; KX2a wheat export program. Subsequent programs will be labeled K/5b, K-25b, etc.
2. CCC Financed Programs Administered by OD. - Such dockets shall have the same system of identification except that a (C) shall be inserted immediately after the letter indicating the fiscal year. The symbol K(C) will identify such programs for fiscal year 1944 and L(C) will identify such programs for fiscal 1945. Thus K(C)-45a will indicate a CCC financed egg purchase program for the fiscal year 1944. Additional symbols shall identify a subsidy or loan program. Thus K(C)S5 will identify a CCC subsidy program and K(C)L5 will signify a CCC loan program. A small letter a will indicate the first program, a small b second program, etc.

CCC dockets already assigned shall be back numbered in chronological order. Custody of program dockets, as well as necessary legal authorizations shall be maintained by the Administrative Services Division.

Director

INDEX ENTRIES:

Administration General
Dockets, Numbering of
Price Support Programs
Dockets, Numbering of

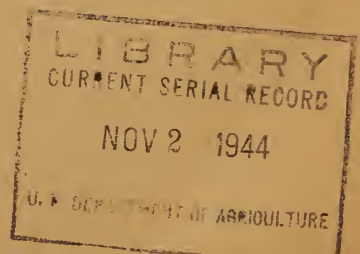
October 26, 1944

DIRECTOR'S MEMORANDUM NO. 65

Supplement 2

Regional and Field Functions in Connection with Price
Support and Surplus Removal Programs

- I. PURPOSE: This memorandum outlines the policy and procedure of handling certain phases of price support activities subsequent to price support commitments, and in cases where no commitments have been made and surpluses have to be removed, requiring the services of regional and district offices. To coordinate these activities effectively, and to insure efficient operation and maximum utilization of available personnel, close cooperation is desirable between commodity branch field representatives and regional officials in the (1) compilation of marketing information, (2) recommendations for price support and surplus removal programs and (3) price support operations.
- II. COMPILATION OF MARKETING INFORMATION: Accurate and current marketing information provides the basis for price support purchase programs. Therefore, such information should include data concerning present and anticipated supplies of any specified commodity, possible demands and outlets, as well as location and capacity of available processing and storage facilities. To have this information available when and where it is needed, this procedure should be followed:
- A. Responsibilities of Commodity Branch Field Representatives:
- (For purposes of this memorandum, "commodity branch field representatives" means commodity branch officials in charge of marketing activities at the branch's regional level).
1. Notify the Regional Director by memorandum or telephone of any proposed price support surveys.
 2. Obtain and compile necessary marketing information, and make such information available to the Regional Director.
 3. Utilize the services of the district offices in obtaining specific information essential to the price support and other functions of a commodity branch, except for surveys or reports of a technical nature. The commodity branch field representative shall clear all requests for such assistance with the Regional Director.



B. Responsibilities of District Officials:

1. Forward information regarding the need for price support and surplus removal programs to the Regional Director as soon as it comes to their attention, as official Office of Distribution representatives on the State War Boards and in maintaining contacts with Federal and State marketing officials and with the food industries. Information regarding an emergency situation and the need for immediate action may be obtained by district representatives before it comes to the attention of the Regional Director or the field representatives of commodity branches. Such information shall be furnished by District Representatives to the Regional Director in addition to required monthly reports.
2. Assist commodity branch field representatives in obtaining specific information regarding price support, marketing and other functions of commodity branches when directed by the Regional Director.

C. Responsibility of Regional Director:

1. Cooperate with commodity branch field representatives and direct the assistance of district offices when needed by the commodity branch representatives.
2. Forward reports from district representatives and Regional Procurement and Price Support officials regarding need for price support and surplus removal programs to the appropriate commodity branch representative.

D. Responsibility of Field Procurement and Price Support Representatives:

Report immediately in writing to the Regional Chief of the Procurement and Price Support Division any marketing information which may be of importance in connection with current or prospective price support programs. The Regional Chief of the Procurement and Price Support Division will forward all such reports to the Regional Director who in turn shall make them available to the commodity branch field representative concerned.

III. RECOMMENDATIONS FOR PRICE SUPPORT PROGRAMS: Formal recommendations for Price Support Programs should be well coordinated at the regional level. In order to accomplish this, the following procedure shall be adhered to:

- A. On the basis of the need determined by marketing information obtained by any of the above methods, the field representative of a commodity branch shall, whenever practicable, confer with the Regional Director,


interested district representatives, officials of other commodity branches affected and the regional Procurement and Price Support Division, concerning recommendations for price support or surplus removal programs.

- B. The field representative of the commodity branch affected is responsible for making formal recommendations to his commodity branch in Washington for such programs. These final recommendations will be made, whenever practicable, after conference with regional officials responsible for the various phases of price support and surplus removal programs and should contain a statement as to the reactions of the other officials concerned. Two copies of each final recommendation shall be submitted to the Regional Director by the commodity branch representative at the same time it is sent to the Washington office; one copy is to be forwarded by the Regional Director to the Procurement and Price Support Branch in Washington.

IV. PRICE SUPPORT OPERATIONS: Pursuant to approved price support and surplus removal programs, the Procurement and Price Support Branch will outline the particular program and authorize purchases and other price support operations to be carried out by the regional offices. Within the limitations of such directives from the Procurement and Price Support Branch, and under the general supervision of the Regional Director, the regional Procurement and Price Support Divisions shall be responsible for:

- A. Carrying out price support operations.
- B. Informing commodity branch field representatives and district representatives regarding progress of such operations.
- C. Requesting the technical assistance of commodity branch field representatives whenever necessary.

V. This memorandum supersedes paragraph 2(a) of Director's Memorandum No. 2, Supplement 39, to the extent to which it is inconsistent herewith.



Director

INDEX ENTRIES:

Price Support Programs
 Regional and Field Functions
Surplus Removal Program
 Regional and Field Functions

